

Using the AccessMCG Portal to Access Oracle Learning Management

A Guide for MCG Community Partners

Welcome Partners!

Community Partners must request access to MCG Training Catalogs. “Community Partners” are individuals who work for our Inter-agency Partners (HOC, Montgomery College, MCPS and MNCPP); Contractors and Temporary Employees with Montgomery County, Student Interns, and Volunteers. In HHS, this also includes agencies or organizations who work with HHS to provide services to Montgomery County residents, and DHHS Retirees.

All Community Partners must (1) set up a profile in AccessMCG and (2) request access to the appropriate catalogs prior to registering in classes.

Requesting Access:

- Step 1: Set up a profile through AccessMCG. This is a County-wide app which gives the public the opportunity to request access to certain County databases.
- Step 2: Request access to the appropriate Training Area through AccessMCG:
 - HHS Learning Area
 - OHR Learning Area
 - Library Learning Area
- Step 3. Once you receive an email from OHR advising you that you have access, you may enroll in classes.

NOTE: These systems are not intuitive – please *follow the instructions* beginning on page 2.

Enrolling in Classes:

- Go to the [OHR Training Web Page](#)
- Find the latest copy of the Class Catalog.
- Open the Quick Start Guide, “*Enroll in a Class QS Non-Employees*”; this will assist you with the enrollment process.
- Log-into Access MCG using the Quick Start Guide
- Enroll in classes!

You will find other helpful guides on the OHR Training Web page:

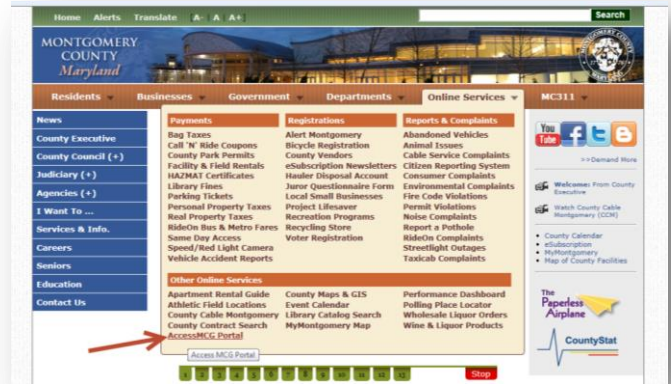
<http://www.montgomerycountymd.gov/ohr/training/training.html>

Step 1: Register in Access MCG

Logging-in

➤ **Go to** www.montgomerycountymd.gov

1. Select the drop down tab **Online Services**
2. Click **AccessMCG Portal**



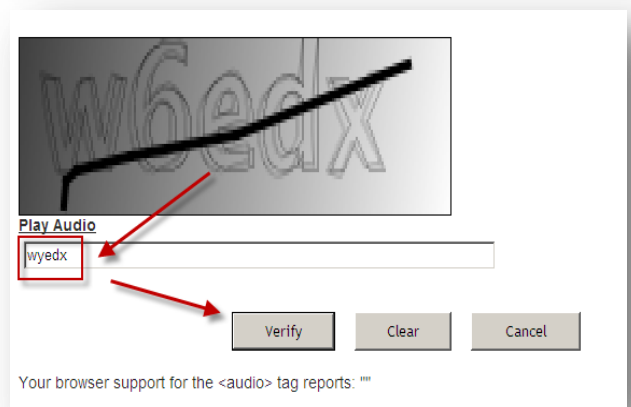
➤ **The Log-on Page will open**

3. Click the **Register New User** button.



➤ **The Verification page will open.**

4. Enter the code in the box exactly as it is given.
5. Click Verify



Register with AccessMCG

Enter information in all fields. *Please follow the instructions at the end of this document to complete the form.* If these are not entered as requested it may delay your approval to access the Catalog.

➤ FIRST SCREEN: “SEARCH MY BUSINESS”

1. Determine which field to complete.

Please select one of the options below that best describes your activities with the County.

Your Role	
<input type="radio"/> Student	Student
<input type="radio"/> Volunteer	Volunteer
<input type="radio"/> Individual	Individual
<input type="radio"/> County Ex-Employee	County Ex-Employee

Select

Search and Select Your Business/Company

Business/Company to search * Min 3 letters of

Search Clear Cancel

Let Me Enter Company Details

➤ Complete “**Your Role**” section only if you are a student, volunteer or DHHS Retiree.

Check the appropriate radio button and click Submit

OR

➤ Complete the “**Search and Select Your Business/Company**” if you are a Contractor or Community Partner.

1. Enter the first few letters of the Organization.
2. Click Search
3. A drop-down box will open with selections

Business/Company to search linkages * Min 3 letters of the business name

Search Clear Cancel

Please make sure to search and find your exact company name **as it is registered with the County** -- as this will ensure you to conduct business activities with the County properly.

	Business Name	Street	St2	City	County	State	Tax Id
<input type="radio"/> A	LINKAGES TO LEARNING	51 MONROE STREET	17TH FLOOR	ROCKVILLE	MONTGOMERY COUNTY	MD	526000980

Select Let Me Enter Company Details

1. Select the appropriate organization (click the radio button)
2. Click Select
3. If you cannot locate your Organization, select “Let Me Enter Company Details.”

➤ SECOND SCREEN: “NEW USER INFORMATION”

1. Complete all the information.
2. Enter your password. See “Password Rule”.
 - **Simply stated**, you need 8 characters, at least one letter, one number, and one symbol. Do not enter the same character twice (one after the other); and do not use part of your email address. Be sure it is something you can remember.
3. As you enter your password, a yellow bar will appear and prompt you to meet the requirements.
4. Once complete a new screen will open.

To register a new account, please complete the following form.

Your password must conform to specific requirements: If you must write it down, be sure to keep it in a safe place.

Show Me Password Rules

Registering with County for Business Reason?

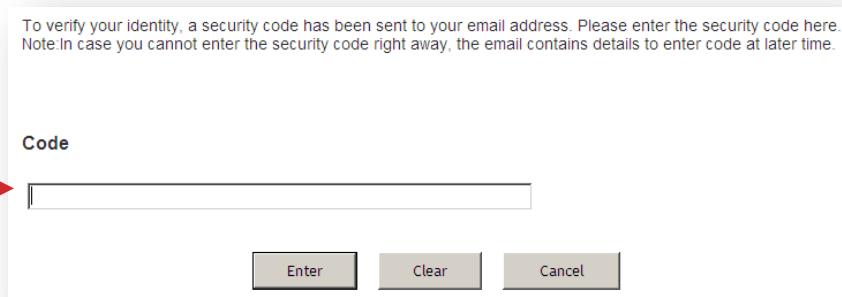
Please Read!

Email Address		* This will be your login id. Please do not use County Mail Address to register.
First name		* Your first/given name
Last name		* Your last/family name
Telephone Number		* Your primary business/personal phone number
Business/Company	County Student	* If you are not representing a business, please enter what your primary role is. E-g., Student
Department		If you are not representing a business, please enter what your primary activity place is. E-g., High School
Job Title		If you are not representing a business, please enter what your primary role is. E-g., Volunteer, Student
Street Address		* Your primary business/residential street address
City		* Your primary business/residential city
State		* Your primary business/residential state
Zip Code		* Your primary business/residential zip code
New Password		* Make sure to refer above displayed conditions to create your password
Confirm Password		

* These fields require your input; but please fill-in as much information you have for other fields too

➤ “VERIFICATION WINDOW”

The Verification window will open.
The security code has been emailed to you.

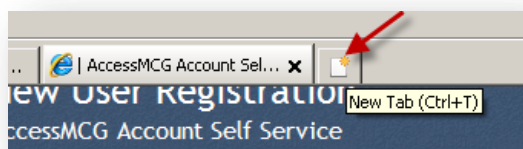


To verify your identity, a security code has been sent to your email address. Please enter the security code here.
Note: In case you cannot enter the security code right away, the email contains details to enter code at later time.

Code

Enter Clear Cancel

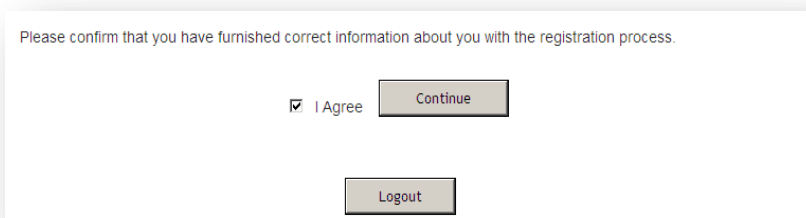
1. Open another tab in Internet Explorer (located at the top of the screen)



2. Go to your email > Open the message from AccessMCG
 - a. Copy the code
 - b. Go back to the Verification Window and paste the code in the box.
 - c. Click Enter

➤ THE WARNING NOTICE WILL APPEAR

- Check the “I agree” box and Continue.



Please confirm that you have furnished correct information about you with the registration process.

☒ I Agree Continue

Logout

This message will appear: “Your new account is being configured. This process may take several minutes, please be patient”.

- A processing page will appear: “Please allow 60 seconds for changes to become fully effective”.
- Click Continue to enter the security questions.

➤ **THIRD SCREEN: SECRET SECURITY QUESTIONS**

Please type your security responses

What is the name of your favorite pet?

»

In what city or town were you born in?

»

In what city or town was your first job?

»

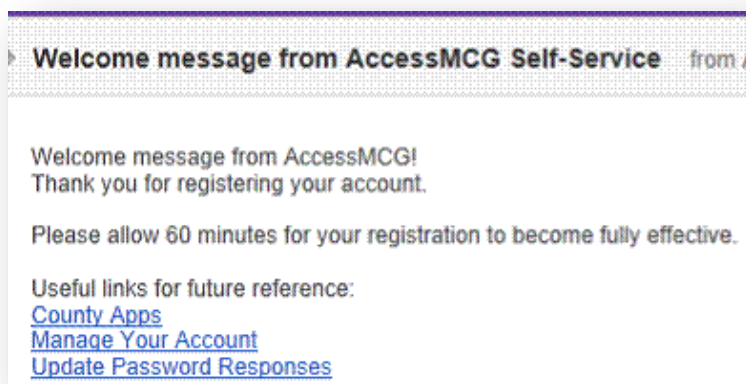
Save Responses Clear Show Responses Cancel

Forgot your Password?

If you ever forget your password, click "Forgot Password" on the log-in page. These questions will come up to verify your identity. At this point, the system will reset your password automatically.

- Select the question from each drop-down box
 - Enter the answer in the space provided (*be sure you will remember your responses*)
 - Click Save Responses
- A confirmation screen will appear.
 - Click Confirm Responses
- A confirmation will be emailed to you (this may take an hour or so).
 - Once you have received this message, you can go back into AccessMCG and Select the Catalog you want access to.

Sample Message:



Congratulations! You have completed your profile.

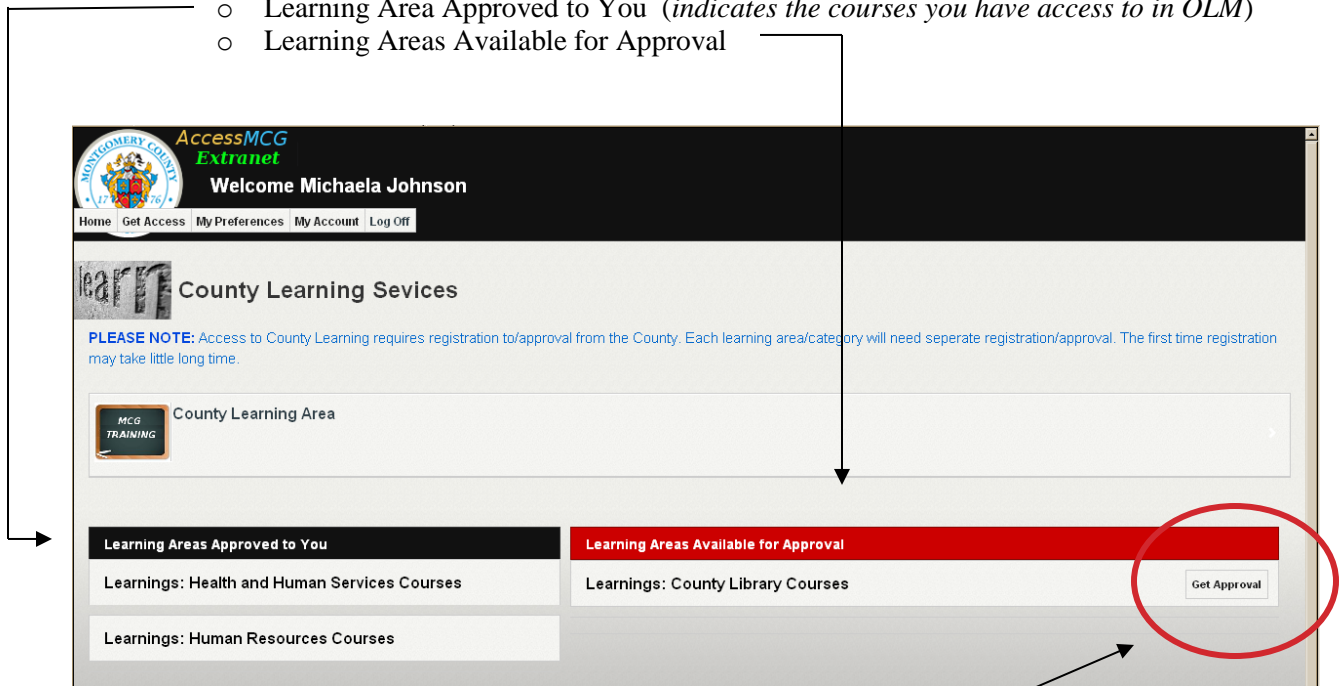
Please wait one or two hours for the system to fully set-up your information. Once your profile is set-up, you can request access to the appropriate catalog.

Step 3. Request Access to a Catalog

1. Log back into AccessMCG using the UserName (your email) and password you just created.
2. Select **Human Resources Services**
3. Select **County Learning Services**

➤ **The County Learning Services Screen will open.**

- Notice that there are two lists.
 - Learning Area Approved to You (indicates the courses you have access to in OLM)
 - Learning Areas Available for Approval



4. Find the Catalog you want to access
5. Click **Get Approval**
 - *Only select the Catalog you need*

1. The Approval Request is sent to the Catalog Administrator.
2. You will receive a response from the administrator.
 - This may take **up to three (3) business days**.

Congratulations Again!

You now have access to the OLM.

Step 4. Enter OLM and Search for Classes

1. Log back into AccessMCG
2. Select **Human Resources Services**
3. Select **County Learning Services**
4. Click the **County Learning Icon**

OLM will open

1. Click MCG External Learning Self-Service
2. Click Learner Home



“OLM Quick Start Guides for Non-Employees”

Simple illustrated steps to help log-in, search for a class, enroll in a class, and more.

Go to

[OHR TrainingWebpage](#)



We recommend bookmarking the link to AccessMCG so that you can quickly get to the link quickly whenever you want to look at the Catalog.

While the log-in page is open, bookmark the page by using the Internet Explorer “favorites”.

1. Click the gold star at the upper right
2. Click down arrow
3. Click “Add Favorites”
4. Re-name it whatever you will remember easily
5. Save
6. **NEXT TIME**, click the star to find the link immediatly.

